

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Recycling Operations Supervisor
Department: Environmental Services
Revised : August 2013

Class : Service Maintenance
FLSA : Exempt

This job description supersedes any prior description for the Recycling Operations Supervisor classification.

GENERAL DESCRIPTION

Supervisory work over the operations and staff of the County's Recycling Convenience Centers and Recycling Processing Center. Work involves the coordination of the collection, preparation, and transportation of refuse and recyclable materials for Rowan County. Supervision is received from the Environmental Services Director who reviews work through analysis of reports submitted, observation, and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Provides operational oversight to the County's eight Recycling Convenience Centers and Recycling Processing Center; trains and supervises Site Operators and Processing Center staff; evaluates their performance and completes performance appraisals.

Interviews applicants and makes hire and fire recommendations for staff supervised that is given particular weight by the Environmental Services Director.

Ensures Convenience Centers and the Processing Center are properly maintained and staffed, safe, accessible, and that equipment is properly operating; coordinates equipment and Site repairs with vendors and contractors; purchases required supplies; and monitors the Division's budget.

Drafts and implements OSHA required documentation and Standard Operating Procedures; addresses safety concerns with all employees, including lock-out/tag-out procedures.

Applies for State-sponsored recycling grants; implements these projects; monitors their progress; and submits reports to sponsoring agency.

Receives, reconciles, and makes deposits for monies received from recycling shipments, grants, and other sources.

Reconciles bank deposit slips from Recycling Center Operators to ensure accuracy; prepares the deposit report forms to submit to Finance.

Reconciles Waste Management bills, determines accuracy, and resolves discrepancies.

Calculates monthly Recycling and Solid Waste tonnage for submission to the Department Director.

Compiles monthly and yearly recycling data for comparison with previous years.

Investigates new markets for materials to be collected and recycled.

Consults with private industry to market recyclable goods; contacts available markets for bids on materials and sells to the highest bidder; schedules the pick up of materials.

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Serves on the committee of the Rowan County Solid Waste Task Force and prepares the annual Solid Waste Report for submission to the State; ensures municipality compliance.

Develops public outreach through education via public school programs and site tours; answers inquiries regarding the recycling of special waste; and maintains and updates all marketing and public announcement media.

Works with the Community Service and Work First Programs for individuals completing their community service or work experience hours at County convenience sites; maintains log sheets, Community Service and Work First worker timesheets, creates policies for these workers and enforces their terminations and reinstatements.

Prepares and submits various reports sent to the State of North Carolina.

Works at Recycling Convenience Sites during staff shortages.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of interviewing techniques and skill in performing interviews with applicants for site operator positions.

Thorough knowledge of federal, state, and local laws pertaining to solid waste disposal, management, and recycling.

Considerable knowledge of technical aspects of recycling materials.

Ability to supervise and coordinate the work of subordinate personnel.

Ability to evaluate employee performance, resolve minor grievances, and recommend action.

Ability to plan and develop strategies and proposals.

Ability to assimilate state-of-the-art developments in recycling and adapt and/or use in county programs.

Ability to monitor and evaluate effectiveness of recycling program services by analyzing tonnage/revenue and other pertinent factors.

Ability to establish and maintain effective working relationships with subordinates and the general public.

Ability to communicate effectively, orally and in writing.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs. or less unassisted and weights over 65 lbs. with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations.

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EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Recycling, Solid Waste Management, Business Administration, or a related field and two years of experience in recycling or waste management; or graduation from high school and four years of recycling or waste management experience; or an equivalent combination of education and experience; previous supervisory experience and a valid driver's license are required.

**This job description does not create an employment contract,
implied or otherwise.**